



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION**

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

\$57,408 - \$96,690

Announcement No.: 13-04 Closes: When filled Available: October 2013 for a 2 yr term

Position Overview

The judicial law clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, and makes recommendations based on the law, to District Judge Mary S. Scriven, United States District Court, Middle District of Florida. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, both civil and criminal, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Administrative duties are also part of the position. Chambers arrangements do not provide for a secretary for the Judge or law clerks. As such, significant administrative experience would enhance an applicant's opportunity for this position and should be emphasized in the application.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty percent of the class, or have other demonstrated proof of superior research and writing skills and legal acumen. Additionally, the applicant must be proficient in computer-assisted research, Windows and Word Perfect 9. Experience on the editorial board of law review or on moot court or publication in a law review journal is preferred. Two or more years of practice experience is also preferred. Maturity, ethics and commitment to the law are required.

Information for Applicants

Employment with the United States District Court offers civil and criminal law experience at the federal court level and an environment providing significant responsibility and challenge.

Applicants should submit a cover letter, current resume with class rank and honors, day and evening telephone numbers, transcripts and writing samples to: Federal Clerkship, Attention: Position 13-04, US District Court, 801 N. Florida Ave, Suite 758, Tampa, Florida 33602.

Deadline for Receipt of Resumes

All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Calls to chambers to check status of an application are strongly discouraged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.